



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date July 7, 1975		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUL 10 1975 73-460A JUL 22 1975	
2. Agency Application No. 165		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture : Unit Plant Industry Division-Feed, Fertilizer & Grain 19 Hunter Street, SW Atlanta, Georgia 30334			
4. Person to Contact Cecil Spooner <i>CMS</i>					
5. Working Title Div. Director		6. Tel. No. 656-3637			
		7. ACTION REQUESTED Amend No 73-460, 7/19/73. <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series 1968 to Date		9. Exact Series Title MEDICATED FEED MILL INSPECTION REPORTS FILES			
10. What is the function of the office in which this record series is created? <p>The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.</p>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to inspecting the manufacture of feeds to determine compliance with the law and adherence to advised formulas.</p> <p>Includes only: Georgia Medicated Feed Mill Inspection Report providing identity of manufacture, name of product, formulas, etc.</p> <p>File is arranged alphabetically by Company name.</p>					
ATTACH SAMPLES OF THE FILE					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		3	4-1/2	1 1-1/2	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				10 5 0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES- NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? [] [X]
Copy forwarded to US Food and Drug Administration.
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Federal contract runs for two years; then hold for federal audit.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify) _____

Contract on Cooperative program with Federal Government is for two years.

Cut off files at end of each two-year contract period; hold in current files area 3 years or until federally audited, whichever occurs first; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) _____ Date <u>July 7-75</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<u>Ellis D. Liker</u>	<u>7-7-75</u>
	State Auditor/Designee	<u>William M. Dixon</u>	<u>7-17-75</u>
	Secretary of State/Designee	<u>Carroll T. Hart</u>	<u>7-15-75</u>
	Attorney General/Designee	<u>A. B. Stewart</u>	<u>7-17-75</u>
	STATE RECORDS COMMITTEE		



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Application for
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1. Application Date June 27, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 123		Date Received JUL 3 1973	Application No. 73-460
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Feed, Fertilizer & Grain Unit 19 Hunter Street S.W. Atlanta, Georgia 30334		4. Person to Contact Cecil Spooner	Date Completed JUL 19 1973
		5. Working Title Div. Director	6. Tel. No. 656-3637

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1968 to Date

9. Exact Series Title
Medicated Feed Mill Inspection Reports Files

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the annual inspection of manufacture of Plant feeds to determine compliance with the law and adherence to advised formulas.

Includes only: ~~Georgia Medicated Feed Mill Inspection Report~~ Georgia Medicated Feed Mill Inspection Report providing identity of manufacture, name of product, formulars, etc.

File is arranged alphabetically by Company Name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4 1/2		1	1 1/2
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	5
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] [X]
Original is forwarded to US Food & Drug Administration
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
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19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
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22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Retention is based upon need to establishing a brief history of compliance or non-compliance for reference purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [X] Hold in the current files area _____ month(s)/ 2 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	6/27/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>Ellis D. Liles</i>	6/27/73
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. [Signature]</i>	7-16-73
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Cayall [Signature]</i>	7-10-73
	Attorney General/Designee [X] Approved [] Disapproved	<i>Robert J. [Signature]</i>	7-16-73

STATE RECORDS
COMMITTEE